

**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION (DBR)
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920**

**Division of
Design Professionals BOARD OF EXAMINERS OF
LANDSCAPE ARCHITECTS
MINUTES OF THE MEETING**

DATE: 3 December 2014

**PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room,
Cranston, RI**

**MEMBERS PRESENT: Chair Michael Dowhan, Secretary Sara
Bradford, Members John Carter and Margaret E. Ryan (Present from
2:50 p.m. – 3:24 p.m.)**

MEMBER ABSENT: Vice-Chair Steven Pilz

OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive

**(1) CALL TO ORDER – Chair Dowhan called the meeting to order at
2:18 p.m.**

**(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)
Secretary Bradford moved to accept the 22 October 2014 open
meeting minutes. Chair Dowhan seconded. Motion passed, three (3)**

in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford and Member Carter. Vice-Chair Pilz and Member Ryan were absent from this vote.

Chair Dowhan moved to accept the 22 October 2014 executive meeting minutes. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford and Member Carter. Vice-Chair Pilz and Member Ryan were absent from this vote.

(3) APPLICATIONS

1. No Applications Received.

(4) OLD BUSINESS

1. Rules and Regulations

The Rules and Regulations document is pending final Board review. Chair Dowhan and Secretary Bradford attended a workshop on Thursday, November 6, 2014 at 4:30 p.m. at Chair Dowhan's office. Some minor edits were made. Vice-Chair Pilz will be incorporating those changes.

A question arose regarding the person in responsible charge acknowledgment and the notification that occurs when the person in responsible charges leaves the firm. After reviewing the law and rules and regulations, Chair Dowhan will revise the paragraph on the Certificate of Authorization application pertaining to the responsible

charge section to match that of the Law and Rules and Regulations.

There is also concerned of how the person in responsible charge would acknowledge that position on the online application. The Board will write a letter to the DBR Director requesting to invite and meet with the people who developed the online application to voice its concern and to discuss coordinating the language pertaining to the person in responsible charge to match the language in the law and regulations and regulations at the next meeting on January 28, 2015.

The Board will consider adding a section to the rules and regulations pertaining to foreign experience.

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2. Certificate of Registration (COR) – (For Member Input)

The Board is waiting for the changes to be made by Information Technology (IT). This matter was tabled.

3. RI State Supplemental Exam (RI SSE) Study Materials List of Topics Vice-Chair Pilz will revise the “Exam Instructions letter” to add the amendments regarding the suggested list of topics for review at the next meeting. This matter was tabled, since Vice-Chair Pilz was not present.

4. Certificate of Authorization (COA) Application Supplemental Form for the person/people in Responsible Charge – This matter was

discussed under the “Old Business #1” and will be moved under that category.

(5) NEW BUSINESS

1. Questions received from CLARB regarding foreign-credentialed applicants

The Board will respond to CLARB accordingly.

2. Question received from BL Companies concerning stamping plans

The Board will respond and refer BL Companies to the RI Gen. Law §5-51-1.

3. Next meeting – 28 January 2015

(6) CORRESPONDENCE

1. CLARB Nomination Form – Due January 9, 2015 – Vice-Chair Pilz will respond.

2. CLARB October and November 2014 Member Board E-News – So noted.

3. RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – September – October 2014 and November – December 2014 – So noted.

4. CLARB 2014 Annual Meeting Recap – So noted. Vice-Chair Pilz will report if there is anything to report.

(7) EXECUTIVE SESSION

The Board did not adjourn to Executive Session.

(8) ADJOURNMENT

Chair Dowhan moved to adjourn the meeting at 3:24 p.m. Member Carter seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford and Member Carter. Vice-Chair Pilz and Member Ryan were absent from this vote.